CITY OF SAN DIEGO

LOBBYING FIRM REGISTRATION FORM

[Form EC-601]

INTRODUCTION

Lobbying Firms must register with the City Clerk within ten calendar days of qualifying as a "lobbying firm." The City's Lobbying Ordinance defines "lobbying firm" to mean "any entity that receives or becomes entitled to receive any amount of monetary or in-kind compensation to engage in lobbying activities on behalf of any other person, and that has at least one direct communication with a City Official for the purpose of influencing a municipal decision." In other words, a firm is a "lobbying firm" if it lobbies the City on behalf of another party, even if that party only pays $1 for the services. A lobbying firm also includes any entity that engages in lobbying activities on behalf of another person pursuant to a contingency fee agreement.

Lobbying Firms register by completing and filing this Registration Form with the City Clerk, and paying the applicable registration fees. On this form, identify your firm's lobbyists and clients, as well as the campaign fundraising activities, campaign-related services, and City contracts associated with the owners, compensated officers, and lobbyists in your firm.

File one Registration Form to cover the activities of the entire Lobbying Firm. Individual lobbyists do not register. All information relevant to an individual lobbyist should be contained within the firm's Registration Form.

The Registration Form is available from the City Clerk. Electronic versions are available on the City Clerk's website: www.sandiego.gov/city-clerk/elections/lobby/forms.shtml.

You may type or print on the form. If printing, use blue or black ink. If using the electronic version of the form, note that you can type on the form with your computer, but you cannot save the information you enter unless you have the full version of Adobe Acrobat.

When you file the Registration Form, include only the cover sheet and the schedules that contain the firm's disclosures. Do not file the instruction sheets or any schedules on which the firm has nothing to report.

File the original completed and signed form with the City Clerk.

Registration Terminates Every January 5. Annual Re-Registration is Required.

COMPLETING THE FORM

Cover Sheet

- Identify the calendar year in the upper left-hand portion of the form.
- If the report is an amendment, check the applicable box. You are required to file an amendment when information on a previously filed Registration Form has changed, e.g., the firm changes its address, or adds a new client or lobbyist. You must amend your Registration Form **within ten calendar days** of any change in information.
- Identify the name, address, and telephone number of the firm. For the portion of the cover sheet pertaining to Schedule C (Activities Disclosure), you must check the applicable boxes to indicate whether or not the firm has information to report (for an amendment, check only the boxes relating to the amendment). For information regarding the individual schedules, see the instructions that are located immediately preceding each schedule.
- After you have completed the Registration Form, identify (in the designated location at the top of the cover sheet) the total number of pages you are submitting. Count the cover sheet and all attached schedules. Do not count (and do not file) any of the instruction sheets or any schedules that are blank.
- A duly authorized owner or officer of the lobbying firm must complete the bottom of the cover sheet to verify the accuracy of the information disclosed on the Registration Form. (Optional: include an e-mail address for a point of contact in the firm. It will not be displayed when the form is posted on the City Clerk's website.)

Calendar Year 20__

CITY OF SAN DIEGO

LOBBYING FIRM REGISTRATION FORM

[Form EC-601]

For Official Use Only
Lobbyists Added: ________
Clients Added: ________
Fees Due: $________

Type or Print in Ink. File Original with the City Clerk.

☐ Check Box if an Amendment (explain: ____)

Total Number of Pages: _______ (including cover sheet)

Identify the Firm.

Name of Lobbying Firm	Telephone Number

Business Address (Number & Street) (City) (State) (Zip)

Schedule A: Lobbyist Disclosure. Complete this schedule by identifying each individual in the firm who has lobbied City Officials within the past 30 days, or is expected to lobby City Officials during the year.

Schedule B: Client Disclosure. Complete this schedule by identifying each client for whom the firm provides lobbying services.

Schedule C: Activities Disclosure. Complete this schedule if any "Yes" boxes are checked.

Check box if the firm has information to report regarding the applicable activity.

Check box if the firm has no information to report regarding the applicable activity.

YES	NO	**You MUST check one box for each part of Schedule C.**
☐	☐	**Part 1: Fundraising Activities.** Owners, compensated officers, and lobbyists of the firm who engaged in "fundraising activities" for a current elected City Official within the last two years.
☐	☐	**Part 2: Campaign Services.** Owners, compensated officers, and lobbyists of the firm who provided compensated campaign services to an elected City Official within the last two years.
☐	☐	**Part 3: Contract Services.** Owners, compensated officers, and lobbyists of the firm who provided compensated services under a City contract within the last two years.

Schedule D: Deleting Clients & Lobbyists (Amendment Only). Complete this schedule if removing clients or lobbyists from your registration (must check the amendment box above).

VERIFICATION

I have been authorized by the Lobbying Firm identified above to make this verification. I have reviewed and understand the requirements of the Lobbying Ordinance (San Diego Municipal Code §§ 27.4001-27.4055). I have exercised reasonable diligence in the course of reviewing this Registration Form for completeness and accuracy. I declare under penalty of perjury under the laws of the State of California that the contents of this Registration Form, including all attached schedules, are true, correct, and complete, except as to those matters which are stated on information and belief, and as to those matters I believe them to be true.

Executed on ______________________ at ________________________________
(Date) (City and State)

By: ________________________ ________________________ ________________________
(Signature) (Print Name) (Title)

Email address for a point of contact within the firm (optional):________________________

Note: Registration Terminates Every January 5. Annual Re-Registration is Required.

Instructions for Schedule A: Lobbyist Disclosure

This schedule must be completed as part of a Lobbying Firm's registration. Use this schedule to identify every owner, compensated officer, and employee in the firm who lobbied the City within the past 30 calendar days, as well as any such individual in the firm who is reasonably likely to lobby the City later in the year.

Completing the form:

- Identify the firm's name at the top of the schedule.
- List the first and last name of every individual in the firm who:
  - ✓ has lobbied a City Official within the past 30 calendar days, or
  - ✓ the firm reasonably anticipates will engage in lobbying the City later in the year.
- If an individual not identified on Schedule A starts lobbying City Officials, the firm will have to file an amendment <u>within ten calendar days</u> to report that individual as a lobbyist. When amending, identify the individual as a lobbyist on Schedule B, and any fundraising/campaign/contract activities for that individual on Schedule C.
- Check the box at the bottom of the page if you have additional Lobbyist information to report, and disclose that information on a continuation sheet (i.e., another copy of the "Lobbyist Disclosure" schedule). Identify the name of the firm on each continuation sheet.
- If you are filing an amendment to a Registration Form filed earlier in the year, identify only the names of the new lobbyists; do not repeat the names of individuals already registered for the year.

Note: Including the name of prospective lobbyists on the registration form enables the firm to identify such individuals without having to amend the form each time another person in the firm starts lobbying the City.

SCHEDULE A: LOBBYIST DISCLOSURE

Name of Lobbying Firm: ______________________________

Identify the Firm's Lobbyists. List the name of each individual in the firm who has lobbied City Officials within the past 30 days, or is expected to lobby City Officials during the year.

Name of Individual	Name of individual

Comments: ______________________________

☐ If more space is needed, check box and attach continuation sheet(s).

Instructions for Schedule B: Client Disclosure

This schedule must be completed as part of every Lobbying Firm's registration. Use this form to identify every client for whom the firm is lobbying the City. A "client" is defined as "any person who provides compensation to a lobbying firm for the purpose of influencing a municipal decision, and any person on whose behalf lobbying is performed by a lobbying firm." Thus, the term "client" includes any the person who pays the firm to lobby, and also includes any person who does not pay the firm but who for whom the firm lobbies. (If a firm has met the registration threshold, i.e., it has received $1 or more for lobbying, it must disclose all of its clients, including its *pro bono* clients.) A "client" also includes any person who retains a firm to engage in lobbying activities pursuant to a contingency agreement, even if the lobbying efforts are unsuccessful and no fees are received.

Completing the form:

- Identify the firm's name at the top of the schedule.
- List the client's name, address and telephone number.
- Describe the client in sufficient detail to inform the public of the nature and purpose of the client's business. For example, "building contractor" or "wireless telecommunications vendor."
- Describe either the:
  - ✓ specific municipal decision for which the firm was retained (e.g., Living Wage Ordinance) , or
  - ✓ the general types of municipal decisions for which the firm was retained (e.g., matters relating to City storm drain pollution).
- Note than an amendment will be required <u>within ten calendar days</u> if the firm starts lobbying on an additional decision for the client.
- Identify the outcome the client is seeking. For example, "passage of the Living Wage Ordinance," or "the adoption of stricter laws and policies designed to reduce storm drain pollution."
- If a client is a coalition or membership organization, state the name, address, and telephone number of each individual member of the coalition who has paid, or agreed to pay, at least $1,000 to the firm for lobbying activities performed on behalf of the coalition or organization with regard to a specific municipal decision.
  - ✓ For example, Bill is a restaurant owner who organizes Citizens for a Brighter Future, a coalition that supports a City Ordinance designed to reduce crime in the Gaslamp Quarter by increasing the number of streetlights. Bill convinces a dozen other restaurant owners to join the coalition, and he takes up a collection to hire a lobbyist. Most of the owners contribute between $100 and $500 to retain the lobbyist. Bill kicks in $5,000. When the lobbying firm reports its clients, it will disclose that its client is Citizens for a Brighter Future, and will also identify Bill, whose payment for the firm's lobbying services exceeded the $1,000 reporting threshold.
  - ✓ If a coalition member does not meet the $1,000 threshold when the Registration Form is filed, but later makes, or agrees to make, a payment that would cause the member to reach that threshold, the firm must file an amendment to the form to disclose the identity of that member.
- Check the box at the bottom of the page if you have additional client information to report, and disclose that information on a continuation sheet (i.e., another copy of the "Client Disclosure" schedule). Identify the name of the firm on each continuation sheet.

Note: If you lobby on behalf of a client not identified on your Registration Form, you must disclose that client by filing an amendment <u>within ten calendar days</u> of the lobbying contact.

Note: When filing an amendment, do not repeat the names of clients already registered for the year unless the information for that client has changed, e.g., a change in the outcome sought; the client re-retained you for a new purpose; the client is a coalition and a member reached the $1,000 threshold.

SCHEDULE B: CLIENT DISCLOSURE

Name of Lobbying Firm: ____

CLIENT'S NAME: ______________________________ Telephone No.:__________________

____
Client's Address (Number & Street) (City) (State) (Zip)

Nature and Purpose of Client's Business: ______________________________________

____

Specific or General Municipal Decisions (see instructions): __________________________

____

____

Outcome(s) sought: ____

____

____

If this client is a coalition or membership organization, state the name, address, and telephone number of each member of the coalition who has reached the $1,000 threshold (see instructions):

____

____

____

CLIENT'S NAME: ______________________________ Telephone No.:__________________

____
Client's Address (Number & Street) (City) (State) (Zip)

Nature and Purpose of Client's Business: ______________________________________

____

Specific or General Municipal Decisions (see instructions): __________________________

____

____

Outcome(s) sought: ____

____

____

If this client is a coalition or membership organization, state the name, address, and telephone number of each member of the coalition who has reached the $1,000 threshold (see instructions):

____

____

____

Comments: ____

☐ If more space is needed, check box and attach continuation sheet(s).

Instructions for Schedule C: Activities Disclosure

Use this schedule to identify the fundraising activities, campaign services, and City contracting services engaged in or provided by the firm's lobbyists (i.e., each person identified on Schedule A) and its owners and compensated officers during the past two years.

Completing the form:

- Identify the firm's name at the top of the schedule.
- For Part 1, Fundraising Activities, identify each owner, compensated officer, and lobbyist in the firm who engaged in "fundraising activities" for a current elected City Official within the past two years, along with the name of the applicable City Official. Note that "fundraising activities" has a $1,000 threshold prior to January 1, 2009, and a $2,000 threshold on and after January 1, 2009.
  - ✓ Do not report fundraising activities for a candidate who lost or withdrew from the election.
  - ✓ "Fundraising activity" means soliciting, or directing others to solicit, campaign contributions from one or more contributors, either personally or by hosting or sponsoring a fundraising event, and either:
    (1) personally delivering $2,000 or more in contributions to a candidate or a candidate's controlled committee (or $1,000 prior to January 1, 2009), or
    (2) identifying oneself to a candidate or a candidate's controlled committee as having any degree of responsibility for $2,000 or more in contributions received as a result of that solicitation (or $1,000 prior to January 1, 2009).
  - ✓ When determining whether or not someone has reached the "fundraising activity" threshold, keep in mind that the amount of contributions attributable to an individual is the total amount raised, even if that individual was one of several persons involved in a fundraising effort. Do not divide the total amount raised by the number of persons involved in the fundraising activities.
- For Part 2, Campaign Services, identify each owner, compensated officer, and lobbyist in the firm who received compensation (including a "win bonus") to provide campaign-related services, such as serving as a consultant or treasurer, to a current elected City Official within the past two years, along with the name of the applicable City Official.
  - ✓ Do not report volunteer services provided to a campaign.
  - ✓ Do not report services provided to a candidate who lost or withdrew from the election (unless the candidate is still holding elective City office, e.g., a Councilmember who ran unsuccessfully for state office).
- For Part 3, Contract Services, identify each owner, compensated officer, and lobbyist in the firm who received compensation to provide services to a City department, agency, or board within the past two years, along with the name of the applicable City department, agency, or board.
  - ✓ Report City employee, City consultant, and City independent contractor contracts.
  - ✓ Do not report volunteer services, such as serving on a City board, commission, or committee.
- Check the box at the bottom of the page if you have additional activities to report, and disclose those activities on a continuation sheet (i.e., another copy of the "Activities Disclosure" schedule). Identify the name of the firm on each continuation sheet.

SCHEDULE C: ACTIVITIES DISCLOSURE

Name of Lobbying Firm: ____

PART 1 – FUNDRAISING ACTIVITIES

Identify Fundraising Activities. List each owner, compensated officer, and lobbyist in the firm who engaged in "fundraising activities" for a current elected City Official in the last two years, along with the name of the City Official.

Name of Individual		Name of Current Elected City Official
______________________	fundraised for:	______________________
______________________	fundraised for:	______________________
______________________	fundraised for:	______________________
______________________	fundraised for:	______________________

PART 2 – CAMPAIGN SERVICES

Identify Campaign Services. List each owner, compensated officer, and lobbyist in the firm who provided compensated campaign-related services to a current elected City Official within the past two years, along with the name of the City Official. (Note that compensation includes "win bonuses.")

Name of Individual		Name of Current Elected City Official
______________________	worked for:	______________________
______________________	worked for:	______________________
______________________	worked for:	______________________
______________________	worked for:	______________________

PART 3 – CONTRACT SERVICES

Identify Contract Services. List each owner, compensated officer, and lobbyist in the firm who provided compensated services under a City employment or consultant contract within the past two years.

Name of Individual		Name of City Department, Agency, or Board
______________________	worked for:	______________________
______________________	worked for:	______________________
______________________	worked for:	______________________
______________________	worked for:	______________________

Comments: ____

☐ If more space is needed, check box and attach continuation sheet(s).

Instructions for Schedule D: Deleting Clients & Lobbyists (Amendments Only)

Use this schedule to delete former clients and former lobbyists previously identified on a Registration Form filed in the current calendar year. Use this schedule if the firm is no longer lobbying for such clients and it doesn't anticipate doing so later in the year. Also use this schedule to remove lobbyists who will no longer be lobbying for the firm.

Completing the schedule:

- Identify the firm's name at the top of the schedule.
- Identify the name of the former client.
  - ✓ You are not required to remove a client if the firm may lobby on behalf of that client later in the year.
  - ✓ If you list a client on this schedule, and the firm lobbies on behalf of that client later in the year, you will have to file another amendment to the Registration Form, and pay another registration fee for re-registering that client.
- Identify the name of the former lobbyist.
  - ✓ You are not required to remove a lobbyist who may lobby for the firm later in the year.
  - ✓ Do not delete an individual unless he or she is currently registered as one of the firm's lobbyists. There is no need to delete a lobbyist who was listed only on a prior year's Registration Form.
  - ✓ If you list someone on this schedule, and that individual lobbies the City for your firm later in the year, you will have to file another amendment to the Registration Form, and pay another registration fee for re-registering that lobbyist.
- Check the box on the cover sheet indicating that you are filing an Amendment.
- Check the box at the bottom of the page if you have additional clients or lobbyists to delete, and disclose those deletions on a continuation sheet (i.e., another copy of the "Deleting Clients & Lobbyists" schedule). Identify the name of the firm on each continuation sheet.

SCHEDULE D: DELETING CLIENTS & LOBBYISTS (Amendment Only)

Name of Lobbying Firm: ____

DELETING CLIENTS

Identify in the spaces below the names of any clients previously registered this calendar year for whom you are no longer providing lobbying services, and for whom you do not anticipate providing such services later in the year (be sure to check the "amendment" box on the cover sheet):

Former Client Names

____________________	____________________
____________________	____________________
____________________	____________________
____________________	____________________
____________________	____________________
____________________	____________________
____________________	____________________

DELETING LOBBYISTS

Identify in the spaces below the names of any lobbyists previously registered this calendar year who will no longer be lobbying for your firm (be sure to check the "amendment" box on the cover sheet):

Former Lobbyist Names

____________________	____________________
____________________	____________________
____________________	____________________
____________________	____________________
____________________	____________________
____________________	____________________
____________________	____________________

Comments: ____

☐ If more space is needed, check box and attach continuation sheet(s).